

Central Intelligence Agency



Washington, D.C. 20505

26 March 2013

Mr. Jason Smathers
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Boston, MA 02205-5819

Reference: F-2011-00387

Dear Mr. Smathers:

This is a final response to your 29 November 2010 Freedom of Information Act (FOIA) request for all records concerning:

- 1) The migrations off of ARCINS.
- 2) End user documentation for the replacement of ARCINS.
- 3) Records which detail the decommissioning of ARCINS.
- 4) The transfer of data from ARCINS to a new system.
- 5) End user documentation from the system which replaces ARCINS.
- 6) All memos or other records discussing the system which replaced ARCINS.

We processed your request in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the CIA Information Act, 50 U.S.C. § 431, as amended. Our processing included a search for records as described in our 7 December 2010 acceptance letter.

We completed a thorough search for records responsive to your request and located one document, consisting of 34 pages, which we can release in segregable form with deletions made on the basis of FOIA exemption (b)(3). A copy of the document and an explanation of exemptions are enclosed. Exemption (b)(3) pertains to information exempt from disclosure by statute. The relevant statute is the Central Intelligence Agency Act of 1949, 50 U.S.C. § 403, as amended, e.g., Section 6, which exempts from the disclosure requirement information pertaining to the organization, functions, including those related to the protection of intelligence sources and methods, names, official titles, salaries, and numbers of personnel employed by the Agency. As the CIA Information and Privacy Coordinator, I am the CIA official responsible for this determination. You have the right to appeal this response to the Agency Release Panel, in my care, within 45 days from the date of this letter. Please include the basis of your appeal.

Sincerely,

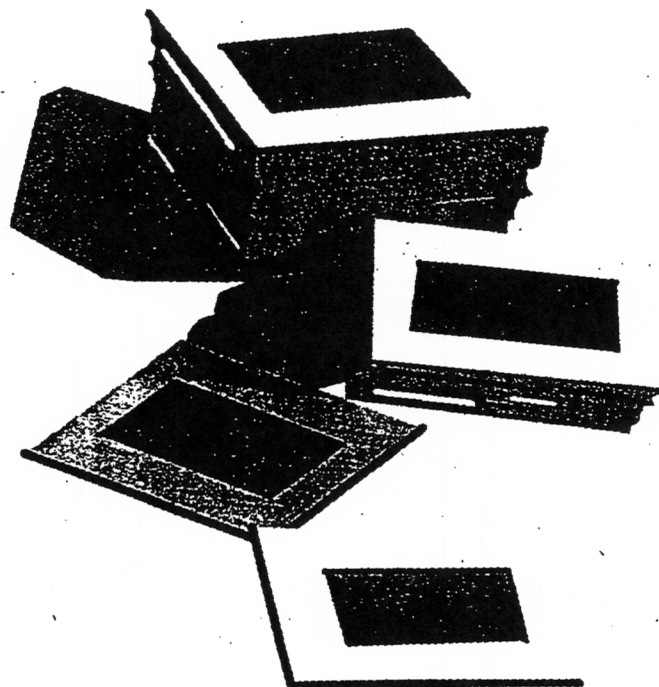
A handwritten signature in cursive script, reading "Michele Meeks".

Michele Meeks
Information and Privacy Coordinator

Enclosures

AIRRS v2.0


User's Guide



**Please direct questions about usage of this database to
your Directorate IMO or Office IMO**

Date last changed: 5 May 1998

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INTRODUCTION

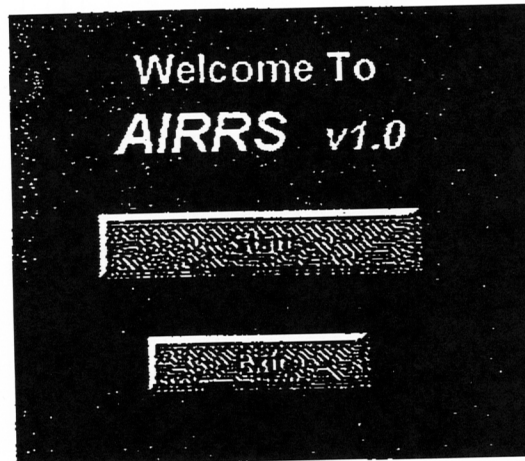
The AIRRS system is a Lotus Notes based system. It is a completely driven by menu choices and action buttons.

AIRRS (ARCINS/IPS Retirement Replacement System) is a database that provides for the automated inventory of records retired to the AARC. The system records pertinent information about retired records, i.e.: classification, retirement job number, box number, sequential file folder number, file folder title, inclusive dates of the material within the file folder, and disposition date. The system is used not only for the retirement of records, but for the ability to search and retrieve records in cases of Freedom of Information Act/Privacy Act (FOIA/PA) requests, Executive Order (E.O.), and special searches from Congress or other government agencies. It is imperative that the title of folders be as detailed as possible.

ACCESSING AIRRS DATABASE

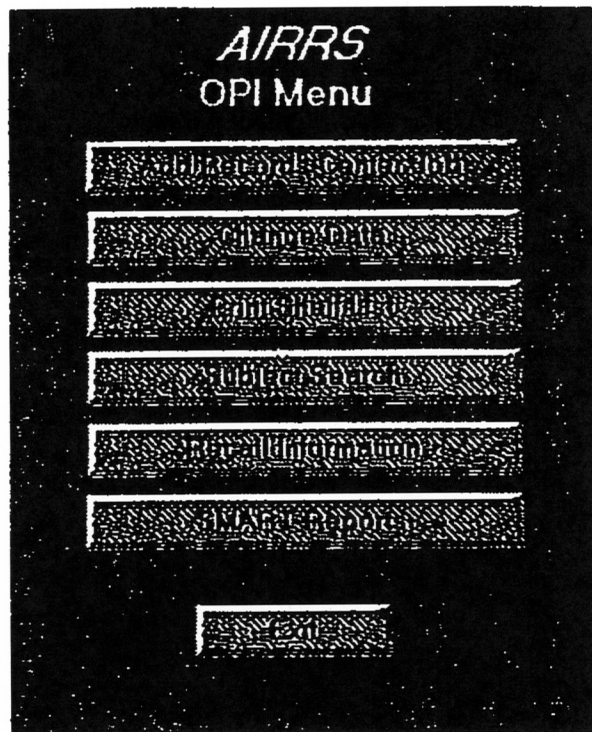
AIRRS can be accessed using a Lotus Notes 4.x (or higher) client. This set of databases will be hosted on the AGNS servers and the Main AIRRS database will be accessible through the AGNS catalog. Each Directorate has its own set of AIRRS databases, one for each OPI.

Figure 1: AIRRS Main Menu



MAIN SELECTION MENU

Once the AIRRS database is accessed, the main menu will be displayed. The main menu provides the user two buttons "Start" and "Exit". When the user clicks on the "Start" button, the system scans the administration documents for that user and, if multiple OPIs are available, returns a prompt box, asking the user to choose the OPI that they wish to service. When the appropriate OPI database is opened, the following OPI Menu (Figure 2) will appear.

Figure 2: AIRRS OPI Menu**AIRRS ADD RECORDS CENTER JOB MENU**

When the "Add Records Center Job" button is pressed on the OPI Menu, the user will receive a prompt box asking if a new number is required at this time.

If the user chooses "yes", and they have access permission to the JOBNUM application, the system will automatically activate the hot link to the JOBNUM database (Footnote 1) allowing the user to obtain a new Job Number. Upon receipt of the new number, the user will be returned to the AIRRS OPI database and a new record will be created with the Job Number field populated with the new number. All other fields, except Folder Number, will be populated based on the user's last usage of AIRRS.

If the User chooses "no", the Record form (Figure 3) will appear on the screen. The cursor will be positioned in the first data field called JOB NUMBER. Use the tab and arrow keys to move from field to field through the form.

1 The Job Number Database currently exists. Access to this database is controlled by the Directorate IMOs.

Figure 3: Record Form

Job Information

97 66011P PA 01 10P
 10 34 11111 11111 11111

Box and Folder Information

5 1 1A1
 970101 970101

VOLUME 1 - TITLE OF THE FOLDER

1. **JOB NUMBER (Required Field)** (2 Numeric, 1 Alpha, 5 Numeric, 1 Alpha)

In order to send a job to the AARC, a valid job number is required. This number is assigned by the AARC to the component via the Information Management Officer (IMO) or designated alternate.

YYC>NNNNNA

YY = Year

C = A hyphen for Collateral material; If a job contains multiple channels, the highest control channel will be indicated in the job number.

e.g. B = BYE, T = TK, S = SI

NNNNN = Job Number

A = Archive, but is no longer used

R = for Retirement Job;

S = for Supplemental Holdings Job;

V = for Vital Records Job;

EXAMPLE:

2. DIR (Directorate)

(3 Alpha)

This field is used to record the Directorate. The Directorate is populated automatically on the menu, based on the user's profile. This field is protected and cannot be changed by the user.

EXAMPLE: DDA

3. OFFICE(4 Alpha)

This field is used to record the office name. It is automatically populated on the menu, based on the user's access profile. This field is protected and cannot be changed by the user.

EXAMPLE: OIM

4. SECTION(5 Alpha)

This field is used to record the office branch or section name.

EXAMPLE: RCMG

5. SCHEDULE NUMBER (Required Field)(5 Alphanumeric)

This field is used to record the approved Component's Records Control Schedule (RCS).

EXAMPLE:

6. DISP DATE (Disposition Date - Required Field)

(4 Alphanumeric)

This field is used to record the date that a job meets established criteria for disposal or review according to the item number of the RCS.

YYMM

YY = year

MM = month

EXAMPLE: 8804 (Represents April 1988)

OR

EXAMPLE: 0312 (Represents December 2003)

OR

EXAMPLE: PERM (Permanent Job)

EXAMPLE: INDF (Indefinite Job)

7

7. CL (Classification - Required Field)

(1 Alpha)

This field is used to record the classification of the folder title.

EXAMPLE:

U (Unclassified)
A (Administrative Internal Use Only)
C (Confidential)
S (Secret)
T (Top Secret)

8. MEDIA

(2 Alpha)

This field is used to record media of each folder and container in a job. (See the media codes table in Appendix I.)

EXAMPLE: PP (Standard Paper files)

9. BOX NUMBER (Required Field)

(4 Numeric)

This field is used to record the box number assigned within a job.

EXAMPLE: 1 or 216

10. FOLDER NUMBER (Required Field)(4 Numeric/1 Alpha)

This field is used to record the folder number within the job/box.

EXAMPLE: 38 or 38A (Use letter designation when a folder requires insertion.)

11. ITEM NUMBER (RCS - Required Field)

(12 Alphanumeric)

This field indicates the number for a designated records series contained in the RCS. No parentheses, hyphens, or spaces.

EXAMPLE: 49A or 12A2 or 11B1

12. BEGINNING DATE

(6 Numeric)

7

This field contains the earliest date of the material contained in the folder.

YYMMDD

YY = year

MM = month

DD = day

EXAMPLE: 880601 (represents June 1, 1988)

000728 (represents July 28, 2000)

13. ENDING DATE(6 Numeric)

This field contains the most latest date of material contained in the folder.

EXAMPLE: 880601 (represents June 1, 1988)

000728 (represents July 28, 2000)

14. FOLDER TITLE

(228 Alphanumeric)

This field contains the title of the folder. Folder titles should use as low a classification as feasible but include a complete description of the records.

EXAMPLE: Information Management Training Program Course Notebook

15. ACTION BAR

This area of the menu provides the user with action buttons as listed below:

CANCEL ENTRY

This action allows the user to clear the data from the screen without saving and returns the user to the By Job Number view.

SAVE & EXIT

This action adds the record typed on the screen to the database and will return the user to the By Job Number view.

SAVE & ADD ANOTHER FOLDER IN THE SAME JOB

This action allows the user to save the current record and clears the folder number so the user can enter the next record. This button will only be visible on new documents.

NOTE: Before a shelf list can be printed or searched, the database must be indexed.

16. INFORMATION LINE

In this portion of the menu information messages will appear as each field is navigated on the screen. Read these messages and follow the instructions provided.

INDEXING INSTRUCTIONS

When data is added or changed on the OPI database, the data must be indexed before a search can be conducted. Change, Search, and Printing a Shelf List all require a search to be performed on the OPI database. You must validate that all new data has been indexed before you conduct a search or you will not find all the correct data. It may take up to 30 minutes for an index to be completed. See Appendix VI for directions to determine that all data has been indexed.

CHANGE MENU

When the "Change Data" button is chosen from the AIRRS OPI Menu, the user will receive a prompt box with instructions on how to proceed.

The user will be asked to enter search criteria in the search bar across the top of the screen and then click on the Search button. If the Search Bar is not visible, the user can click on View, Search Bar to show it (Figure 4). The user must validate that all data has been indexed before doing the search.

Once the desired document is found, the user can open the record and click on the "Edit Record" button at the top of the screen.

Once in edit mode, the user can make changes to any field on the record except the protected fields (DIR, OFFICE). Once all changes have been made, the user will click on the "Save & Exit" button to save the record and return to the By Job Number view.

NOTE: Any changes to a record will require a new shelf list to be printed. See Section "PRINTING A SHELF LIST" for more information. Also, remember any changes need to be indexed before they can be printed.

SEARCH

The search capability of AIRRS is provided by a Lotus Notes search engine. When the "Search" button is chosen from the OPI Menu, the user will receive a prompt box with instructions on how to proceed. The search engine is not case sensitive.

The user will be asked to enter search criteria in the search bar across the top of the screen and then click on the Search button. The user must validate that all data has been indexed before doing the search. If the Search Bar is not visible, the user can click on View, Search Bar to show it. Figure 4 shows what this search bar looks like.

Figure 4: AIRRS Search Bar

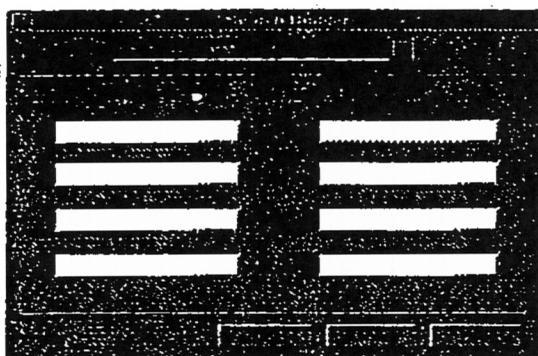


User's can build their search criteria by clicking on the Add Condition button. This will bring up the Search Builder form (Figure 5). Possibilities include, search by Words and Phrases - up to eight words (any or all), by Author, by Date, by Field, by Form, and by Form Used.

User's can perform multiple criteria searches at once or do one search and then continue to refine the results with additional searches. When finished, the screen can be refreshed by clicking on the "Reset" button.

The maximum result count from a search is 250. This can be changed by clicking on the button to the right of the "Reset" button and clicking on "Maximum results". The "Maximum results" should only be increased to 4999. Lotus Notes does not guarantee the integrity of a search if 5000 or more results are returned.

Figure 5: AIRRS Search Conditions



PRINT CAPABILITIES

Printed output from AIRRS will be available via the user's LAN connected printer. Below are some helpful hints on using your LAN's print capabilities.

Changing to Landscape Printing

See Appendix III.

Adding Page Numbers to Your Printout

See Appendix IV.

PRINTING A SHELF LIST

When the "Print Shelf List" button is chosen from the OPI menu, the user will receive a prompt box with instructions on how to proceed.

The user will be asked to enter the job number in the search bar across the top of the screen and then click on the Search button. (The user must validate that all data has been indexed before doing the search.) The job will appear on the screen. At this point, all documents in the job are available for on-line review and editing before the shelf list is actually printed.

If the user is satisfied with all the information, the user can click on the "Print Shelf List" button located on the action bar at the top of the screen. This will send the shelf list to the printer. Before clicking the "Print Shelf List" button, the user must change the printed output to be oriented for landscape and add page numbers for more than a one-page shelf list. (See Print Capabilities Section.)

Once the shelf list has been sent to the printer, a cover sheet will be printed and then the shelf list.

Once the shelf list has been printed the user should verify the data on the printout against the job. Any corrections to the data should be made using the "Change Data" button from the OPI Menu. After the corrections have been made in the system, the user should print out the final AIRRS shelf list. This shelf list is reviewed and signed by the Component IMO. The user should send the signed cover page and the shelf list to the AARC with the job.

The signed shelf list indicates that the contents in the box has been preserved in accordance with accepted procedures.

NOTE: Page numbers are NOT automatically printed on the Shelf List. Follow the directions in Appendix IV if the Shelf List is more than one page.

RECALL INFORMATION

The Recall process has two parts:

1. Search and Select
2. Process the Request
 - a. Fill in the information
 - b. Submit the request

When the "Recall Information" button is chosen from the AIRRS OPI Menu, the user will be placed in the By Job Number view. You will see a prompt box with Recall Instructions. You may recall Jobs, Boxes, or Folders, either manually or by selecting items returned from a search. You may enter search criteria in the search bar across the top of the screen and then click on the Search button, as described in the Search section above. The user must validate that all data has been indexed before doing the search. The screen will return with only the records which satisfy your search criteria. The number of hits will be in the message bar at the bottom of the screen. You may open any document to see more about it.

To select an item to recall: click in the column to the left of the record and gradient bar. You may select as many records as you want. Each record is a single folder, in a box, in a job.

If you want several folders, select the folder records and click the Selected Folders button.

If you want one or more boxes, select a folder record from each box and click the Complete Box button.

If you want the one or more jobs you only need to select one folder record from each job and click the Entire Job button.

Each time you click a button:

- The check marks disappear so that you are left with your complete set of records.
- A Recall Request is written to the Unprocessed Recall Requests View.

ACTION BAR

The buttons on the action bar are:

RECALL VIEW

This button takes the user to the Recall Requests View to allow the user to edit and complete the request. See Figure 6 below.

SELECTED FOLDERS

This button writes a Recall Request with all of the selected folders and places it in the Recall Request View under Unprocessed Requests.

COMPLETE BOX

This button writes a Recall Request with all of the selected boxes and places it in the Recall Request View under Unprocessed Requests. If you select more than one folder record in a box, but request the Complete Box, just one instance of the box is recalled.

ENTIRE JOB

This button writes a Recall Request with all of the selected jobs and places it in the Recall Request View under Unprocessed Requests.

MANUAL REQUEST

This button transfers the user to the Recall Request Form so the user may enter the information to be recalled without doing a search. See Figures 7 and 8 below.

RETURN TO MENU

This button transfers the user back to the Main Menu.

RECALL VIEW

When you select the Recall View button you are transferred to the view in Figure 6 which shows the list of Unprocessed Recall Requests, followed by the list of Processed Recall Requests, followed by the list of Canceled Recalled requests. These lists only show if there requests assigned to them. When you expand the Unprocessed Recall Requests you will be able to find the request(s) you have created.

If you double click on the entry you wish to edit you will be placed in the Requester Information Form as shown in Figure 7. When you complete the information requested in that form, click the "Save Request & Edit First Entry" button. This brings up the Item Information form as shown in Figure 8.

You may continue to fill in information for each of the items included in that request by clicking the "Save & Edit Next Entry" button. If you do not want to edit all of the items at that time, you may exit the process by clicking the "Exit Without Saving" button. This will return you to Recall Requests View.

Figure 6: Recall View

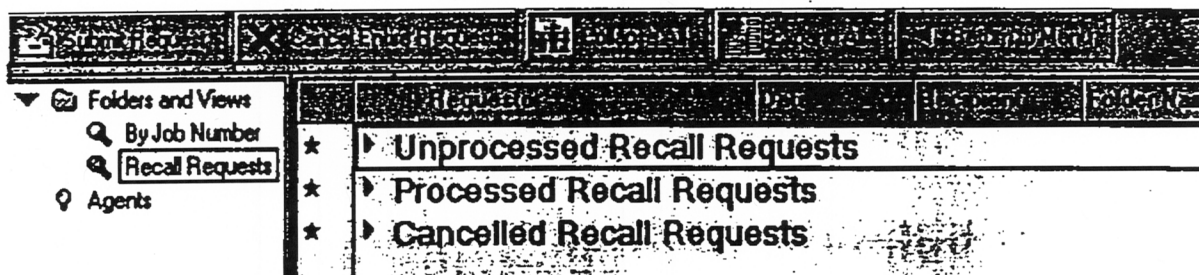


Figure 7: Requester Information Form

Requester Name: [Pull-down menu]

Requester Phone Info: Secure: [] Non-Secure: []

Recipient Name (First Name, Last Initial): []

Mailing Address (Component): []

Mailing Address (Building/Room): []

Recipient Phone Info: Secure: [] Non-Secure: []

Comments: []

[Large white rectangular box]

All of the fields on this Form, except Classification and Recipient Name, are prepopulated with the entries from your previous request. The pull down box for Recipient Name contains the last two entries that you used. The CL BY field contains your [] but the rest of the classification block information need only be filled in for requests that are classified Confidential or above.

1. CLASSIFICATION (Required Field)(1 Alpha)

This field is used to record the classification of the Request. It will not be pre-populated. You type the first letter. The field will show the whole word(s). There are only two reasons that you would want to classify this document: (1) you are a cover person, and (2) the Comments field contains classified information.

EXAMPLE:

U (Unclassified)

A (Administrative Internal Use Only)

C (Confidential)
S (Secret)
T (Top Secret)

2. Requester Name (50 Alpha)

This field is used to record the name of the person making the Request. It appears automatically based on the User's access profile. This field is protected and cannot be changed by the user.

3. OPI(3 Numeric)

This field is used to record the OPI of the person making the Request. It appears automatically based on the User's access profile. This field is protected and cannot be changed by the user.

EXAMPLE:

4. Requester Secure Phone Number (Required Field) (13 Numeric)

This field contains the secure phone number of the person making the Request. It appears automatically based on the last entry by the User.

5. Requester Non-Secure Phone Number (Required Field) (13 Numeric)

This field contains the non-secure phone number of the person making the Request. It appears automatically based on the last entry by the User.

6. Recipient Name (30 Alpha)

This field contains the name of the person who will receive the items. It will not be pre-populated. However, there is a pick-list of the last two names used in this field. You may select one of these or enter another name. In order to keep this document unclassified, use First Name and Last Initial.

7. Mailing Address (Component) (40 Alpha)

This field contains the address of the person who will receive the items. It appears automatically based on the last entry by the User.

EXAMPLE:

8. Mailing Address (Building/Room) (40 Alpha)

This field contains the address of the person who will receive the items. It appears automatically based on the last entry by the User.

EXAMPLE:

17

9. **Recipient Secure Phone Number (Required Field)(13 Numeric)**
This field contains the secure phone number of the person receiving the Request. It appears automatically based on the last entry by the User.

10. **Recipient Non-Secure Phone Number (Required Field) (13 Numeric)**

This field contains the non-secure phone number of the person receiving the Request. It appears automatically based on the last entry by the User.

11. **Comments (2000 Alpha)**

This field contains any comments you may wish to send to the AARC about this request. If you put classified information here, be sure to classify this document at the top and fill in the classification block at the bottom.

12. **CL BY (Required if this request information is Confidential or above.) (7 Num)**

This field contains the of the person making the Request. It is filled in automatically after the first time you fill it in.

EXAMPLE:

13. **CL REASON (Required if this request information is Confidential or above.)(10 Alpha)**
This field contains the reason listed in Sec 1.5 (a-g) of Executive Order (E.O.) 12958. The pull down box contains all of the available choices.

EXAMPLE: 1.5(a)

14. **DECL ON (Required if this request information is Confidential or above.)(10 Alpha)**
This field contains the document date plus the years, if the document is to be classified for ten years or less; or the reasons for the exemption from the automatic ten year declassification found in Sec 1.6 (X1-x8) of E. O. 12958. The pull down box contains all of the available choices.

EXAMPLE: X1

15. **DRV FROM (Required if this request information is Confidential or above.)(10 Alpha)**
This field contains the appropriate citation from the classification guide or the title of the source document which identifies why the document is classified. The pull down box contains all of the available choices.

EXAMPLE:

17

Figure 8: Item Information Form

Classification: UNCLASSIFIED - Lotus Notes

Job #: [Redacted] First Box #: 1 Last Box #: 3

Folder #: [Redacted] Recall Type: Temp Priority: Routine

Reason Code: Other

Supplemental Quantity: [Redacted]

Comments: test recall of job AT AARC, both boxes unavailable

The Job #, First Box #, and Folder # fields are pre-populated with the appropriate information from your search selection. Recall Type and Priority are pre-populated with the default values. You must select a Reason Code from the pull down box. The Supplemental Quantity field is only used for supplemental holdings (identified by a Job Number ending in "S"). The classification information is only for information in the Comments field. When the Folder Title appears on this screen it is only for your information; it will not be printed when the Request is printed at the AARC.

1. CLASSIFICATION (Required Field)(1 Alpha)

This field is used to record the classification of the Request. It will not be pre-populated. You type the first letter. The field will show the whole word(s). The only reason to classify this document is if the Comments field contains classified information.

EXAMPLE:

U (Unclassified)
A (Administrative Internal Use Only)

7. Priority (Required Field)**(10 Alpha)**

This field contains the priority of the Request. It will be pre-populated with the default value of "Routine". You may use the pull down box to select the other choices.

EXAMPLE: Routine
Expedite to HQ
ASAP to Outbuilding

NOTE: If you work at Headquarters you must not use ASAP. If you work in an outbuilding you must not use Expedite.

8. Reason Code (Required Field)**(5 Alpha)**

This field contains the Reason for the Request. It will not be pre-populated. You may use the pull down box to select your choice or type the first letter of the reason.

EXAMPLE: Component Review

9. Supplemental Quantity**(5 Alpha)**

This field is only used when you are requesting supplemental holdings. It will not be pre-populated. Enter the Publication Title in the Comments field when requesting Supplemental Holdings.

EXAMPLE: 3

10. Comments**(2000 Alpha)**

This field contains any comments you may wish to send to the AARC about this request. If you are submitting a request for Supplemental Holdings be sure to enter the Publication Title here. If this information is classified, be sure to classify this document at the top and fill out the classification block at the bottom.

11. CL BY (Required if document is Confidential or above.)**(7 Numeric)**

This field contains the of the person making the Request. It is filled in automatically after the first time you fill it in.

EXAMPLE:

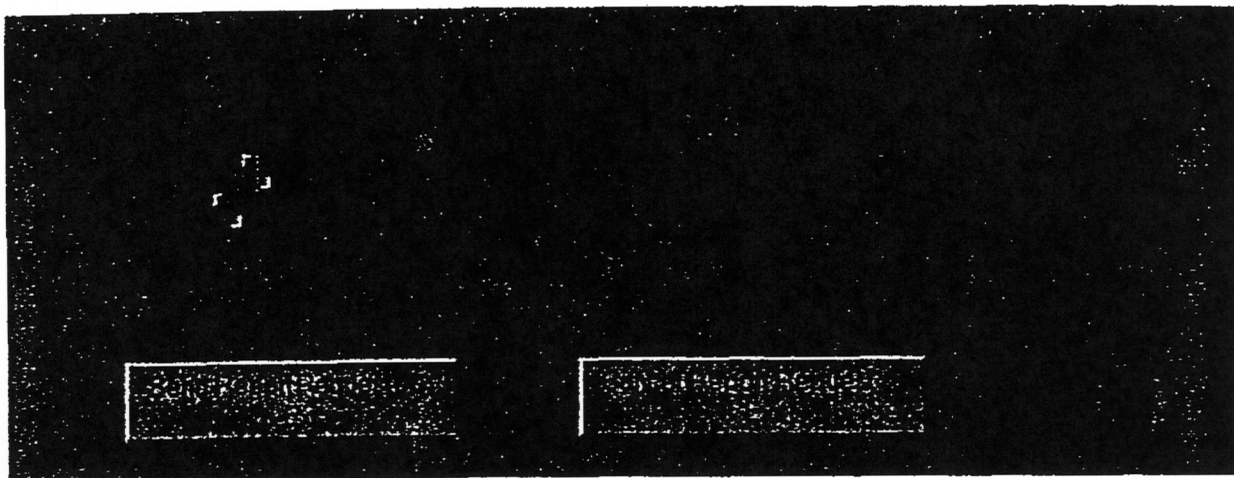
12. CL REASON (Required if document is Confidential or above.)**(10 Alpha)**

This field contains the reason listed in Sec 1.5 (a-g) of Executive Order (E.O.) 12958.

EXAMPLE: 1.5(a)

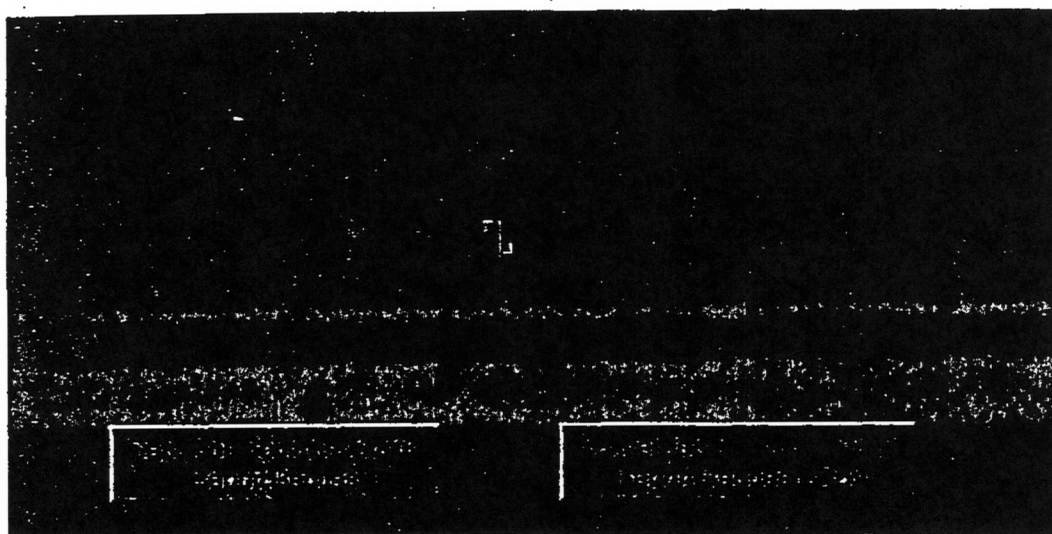
Statistics for your OPI

When you select the "Statistics for your OPI" report button the following message will appear. Fill in the Begin Date and End Date. Click the "Send Report Request & Exit" button to create the report request. Click the "Cancel Report Request & Exit" button to cancel the report.

A screenshot of a web form titled "Statistics for your OPI". The form has a dark background with white text. At the top, there is a title "Statistics for your OPI". Below the title, there is a paragraph of instructions: "When you select the 'Statistics for your OPI' report button the following message will appear. Fill in the Begin Date and End Date. Click the 'Send Report Request & Exit' button to create the report request. Click the 'Cancel Report Request & Exit' button to cancel the report." Below the instructions, there are two input fields: "Begin Date" and "End Date". At the bottom of the form, there are two buttons: "Send Report Request & Exit" and "Cancel Report Request & Exit".

Status of Job Containers

When you select the "Status of Job Containers" report button the following message will appear. Enter the Job Number. Click the "Send Job Container Status Report Request" button to create the report request. Click the "Cancel Job Container Status Report Request & Exit" button to cancel the report.

A screenshot of a web form titled "Status of Job Containers". The form has a dark background with white text. At the top, there is a title "Status of Job Containers". Below the title, there is a paragraph of instructions: "When you select the 'Status of Job Containers' report button the following message will appear. Enter the Job Number. Click the 'Send Job Container Status Report Request' button to create the report request. Click the 'Cancel Job Container Status Report Request & Exit' button to cancel the report." Below the instructions, there is a single input field labeled "Job Number". At the bottom of the form, there are two buttons: "Send Job Container Status Report Request" and "Cancel Job Container Status Report Request & Exit".

AIRRS HELP

For problems accessing, using, or searching entries in AIRRS, contact your Directorate IMO or Component IMO.

NOTE: Any deletions must be executed by the Database Administrator.

APPENDIX I**MEDIA CODES TABLE**

These are the valid media codes which can be used in the media field of the AIRRS shelf list.

| MEDIA CODES | DESCRIPTION |
|--------------------|---|
| FF | Photographic Films of still images |
| FL | Floppy disk |
| FM | Microforms - microfilm, microfiche, aperture cards |
| FP | Prints of photographic films |
| FR | Large roll film (100'-500') O/neg, D/neg or D/pos; usually aerial reconnaissance |
| FS | Film slides, VU-graphs, or filmstrips |
| FV | Motion pictures - usually with a sound track |
| OM | Models, usually reconnaissance derived 3-dimensional |
| OS | Oversize blueprints, briefing boards, charts, engineering and technical drawings, maps, and posters |
| PC | Punched Cards |
| PP | Standard paper files i.e. memoranda, reports periodicals, and books |
| RA | Audio Sound recordings |
| RC | Magnetic computer tapes, disks, drums, and cards |
| RE | Magnetic tapes containing electronic signals or non ADP related data |
| RO | Optical disks containing data elements or digitized images |
| RV | Video Tapes and disks containing visual images, usually with sound track |

APPENDIX II
IMO AIRRS RESPONSIBILITY:

1. Individuals having access to AIRRS should notify the IMO when reassigned from their current office.
 - a. The Component IMO should then send an Lotus note to the AIRRS Administrator and the Directorate IMO to have the userid deleted.
 - b. Deletions will not be performed unless the IMO requests this action.
 - c. The AIRRS Administrator can provide listings to the IMO to assist in monitoring the access. The list will be sent to the IMO via Lotus Notes.

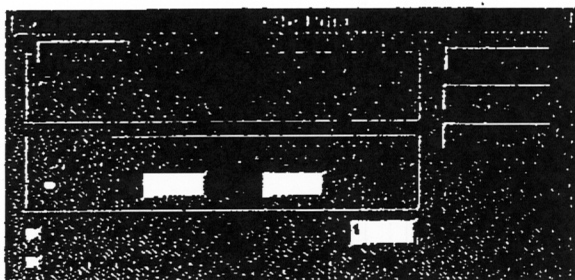
2. If the IMO has a specific query/report, contact the AIRRS Administrator via Lotus Notes.
 - a. The AIRRS Administrator will only reply to the IMO.
 - b. All request for special query/report must go through the component IMO.

3. The IMO is responsible for signing the shelf list before the job is sent to the AARC.
 - a. The IMO is the last check for errors within the job before it is sent to the AARC.
 - b. AARC will review all jobs upon receipt.
 - c. If there are problems with a job, the IMO will be contacted.

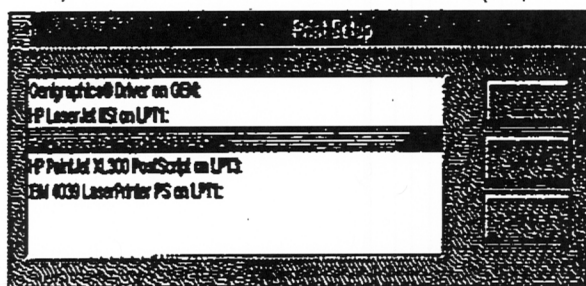
APPENDIX III**Changing to Landscape Printing**

If you desire your printed output to be oriented Landscape follow the steps below:

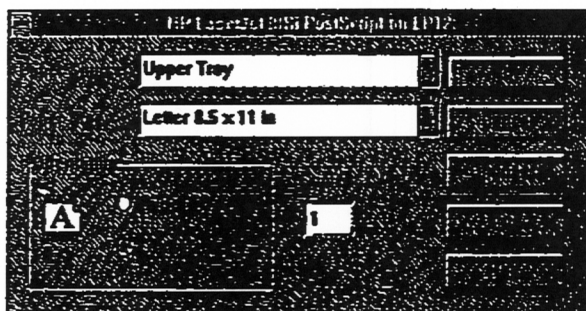
1. Choose FILE, PRINT. This will open the File Print box.



2. Click on the "Printer" button (top left) of the box.



3. Click on the "Setup" button.



4. Choose Orientation - Landscape
5. Click on OK
6. Click on Cancel

APPENDIX IV**Adding Page Numbers to Your Printout**

Adding page numbers to your printout is done in the database properties box. Follow the steps below:

1. While in the AIRRS database, choose EDIT, PROPERTIES (ALT, ENTER will do the same thing). The properties box will appear on your screen.
2. In the drop down at the top of the box labeled "Properties for:" choose "Database".



3. Click on the Printer tab.



4. Click on "Footer" and then click on the first icon to the left (just under the Header/Footer space).




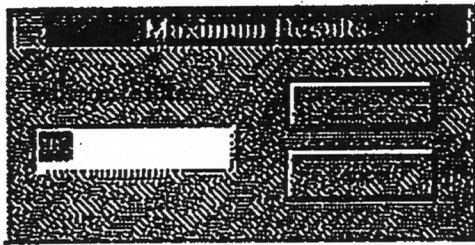
This will put &P in the white space which tells your printer to number your pages. Make sure that "Print header and footer on the first page" is NOT chosen.



5. Close the properties box by clicking on the "X" in the upper right corner (or ALT, ENTER).

APPENDIX V**Changing the Default Minimum Search Results**

1. Look at the search bar across the top of the screen and find the following button --  -- click on this button.
2. Click on "Maximum Results ...".



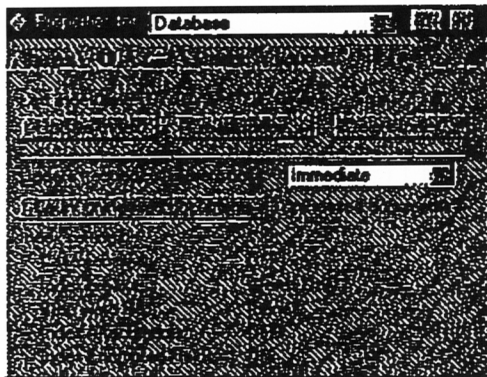
3. Set the number to be equal to something less than 5000.
4. Click on OK.

APPENDIX VI
Validating that all data has been Indexed

1. While in the AIRRS database, choose EDIT, PROPERTIES (ALT, ENTER will do the same thing). The properties box will appear on your screen.
2. In the drop down at the top of the box labeled "Properties for:" choose "Database".



3. Select Full Text Tab
4. Click on "Count of Unindexed Documents"
If count has a value, then data is still waiting to be indexed

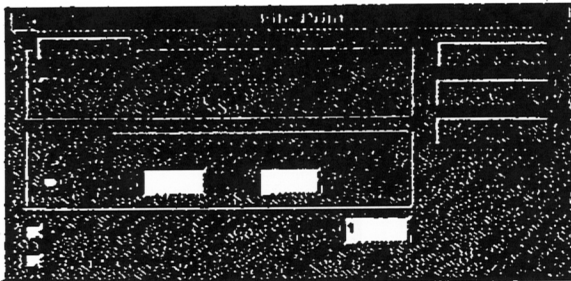


- If count value is zero, then this will say "All are indexed"
5. When count is zero all searches will access all of the data in the database.

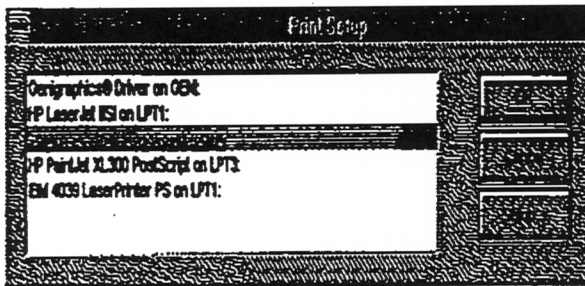
APPENDIX VII
Special Printing Instructions for DI Users

Users in the DI who have the standard DI setup using an OS/2 workstation and Lotus Notes 4.x will need to execute an additional step to be able to get Shelf List and Search printed output. This step re-defines the printer default from PostScript (or Pscript or PS) to PCL. (Any printer connectivity issues will need to be addressed with your LAN team.)

1. Choose FILE, PRINT. This will open the File Print box.



2. Click on the "Printer" button (top left) of the box.



3. Click on the printer option which says PCL (or is not either PostScript or Pscript or PS). This will choose the PCL printer
4. Click on OK.
5. Click on Cancel.
6. After the printer has been changed, you need to set the print orientation to Landscape. See Appendix III for directions to change to Landscape printing.
7. Be sure to reset your printer to PostScript when you finish AJRRS printing.

13. **DECL ON** (Required if document is Confidential or above.) (10 Alpha)
This field contains the document date plus the years, if the document is to be classified for ten years or less; or the reasons for the exemption from the automatic ten year declassification found in Sec 1.6 (X1-x8) of E. O. 12958.

EXAMPLE:

14. **DRV FROM** (Required if document is Confidential or above.) (10 Alpha)

This field contains the appropriate citation from the classification guide or the title of the source document which identifies why the document is classified.

EXAMPLE:

15. **ACTION BAR**

This area of the menu provides the user with action buttons as listed below:

SAVE & EDIT NEXT ENTRY

This action saves the item record currently on the screen and brings up the next item in the request to be edited.

SAVE & EDIT PREVIOUS ENTRY

This action saves the item record currently on the screen and brings up the previous item in the request to be edited.

SAVE & EXIT

This action adds the record typed on the screen to the database and will return the user to the Recall view.

EXIT WITHOUT SAVING

This action exits the process without saving the changes to the current record and returns the user to the Recall view.

PROCESSING REQUESTS

Your Request is not sent to AARC until you submit it by clicking the "Submit Request" button. The ACTION BAR of the Recall Requests View contains the following buttons:

SUBMIT REQUEST

After you have completed all of the items of the request, highlight the request or put a check in the column to the left of the request and click this button. This action sends the request to the database for processing and moves the request record to the Processed Recall Requests section of the screen.

CANCEL ENTIRE REQUEST

This action deletes the highlighted or checked request from the Unprocessed Recall Request section and places it in the Canceled Recall Request section.

COLLAPSE ALL

This action shrinks all of the entries so that only the major categories are visible.

EXPAND ALL

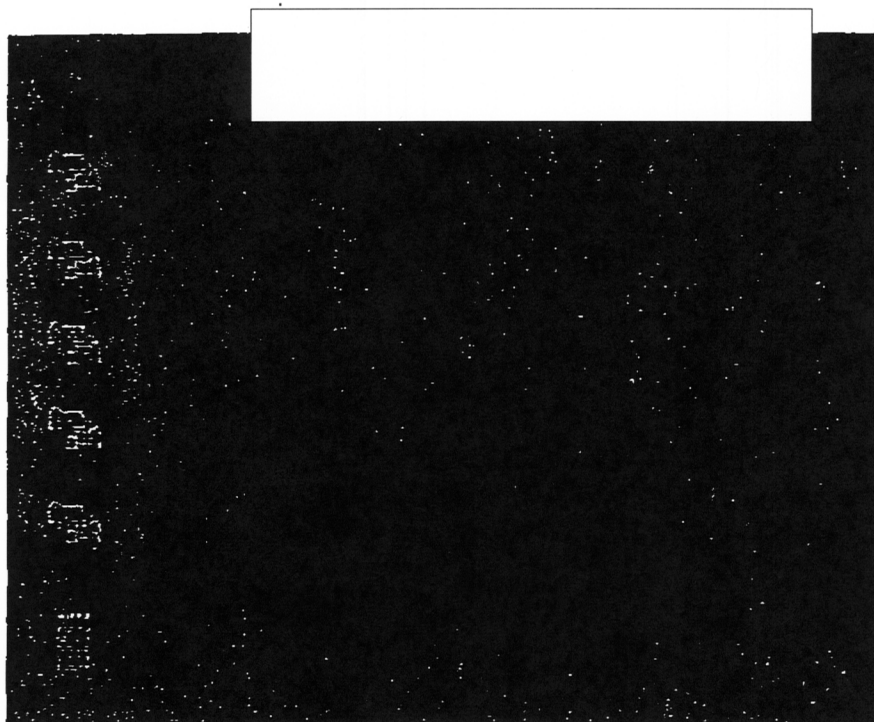
This action displays the list of all of the service requests and items on the screen.

RETURN TO MENU

This action returns the user to the Main OPI Menu.

Select the report you want. For the first three reports you will only see a message and then the report will be sent to your Lotus Notes mailbox. For the other two reports you will be asked to fill in additional information. Then the report will be sent to your Lotus Notes mailbox. If there is any problem with your request an error message will be sent to your Lotus Notes mailbox.

To return to the Main OPI menu, select "Return to Main Menu".



Report for Items Recalled for your OPI

When you select the "Report for Items Recalled for your OPI" report button the following message will appear. Click the OK button to continue. Click the Cancel button to cancel the report.

